

Title: EQUIPMENT LOAN TRIAL		Contents: P-1600
		Submitted By:
		Approved By:
Effective Date:	Supersedes No.:	Page No. 1 of 1

Policy

County departments desiring to use equipment provided at no charge by vendors/manufacturers must obtain the prior approval of the Purchasing Agent to ensure that loan equipment does not obligate the County in a manner contrary to the County's best interest.

Loan Period

Generally, loan equipment is provided for a 60-day period, to allow enough time to evaluate the equipment "on the job." The Purchasing Agent may approve longer loan periods when circumstances so dictate.

When "loan" equipment is provided for testing and evaluation, all consumables and maintenance should be provided at no charge.

Generally, competitive bidding procedures will be followed if the equipment is found to be useful and desirable.

The loan period cannot be extended without the approval of the Purchasing Agent.